

## Creating a Camp or Event:

Click Event Manager in the left hand navigation, sub-choice "Create". Fill out the 4 main configuration tabs to establish the foundation of your event. After this has been established you will have additional configuration options.

### Primary Configurations:

#### Events / Create a New Event

Use form to create an event or class.

\*Are required fields  
\*\*At least one field is required

**Create Event** | Event Description | Event Location | Primary Contact

**Event Name:\***  
Event Name

Event Use Multiple Sessions

**Create This Event For:\*\***  
 OYSA Demo League Event.

**Select Club**  
OYSA Demo Club Competitive

**Event View Mode:\*\***  
 Open to Public  Restricted

**Calendar Type Name\***  
Camps

**Allow quantity registration:\*\***  
 No  Yes

**Require Attendee Name on the Attendee List:\*\***  
 No  Yes

Requires Registration  Requires Payment

**Attendee View Mode:**  
List Viewable to the Public

**Event Start Date\*** 7/23/2009 **Event End Date\*** 7/31/2009

**Start Accept Application Date\*** 6/22/2009 **End Accept Application Date\*** 7/23/2009

**Age Calculation Date\*** 8/1/2009

#### **Tips:**

- It is recommended that you always select the multiple sessions option (this option also gives you the ability to create session age groups for one session or multiple sessions)

-Age Calculation Date will always be 08/01 of the current year (unless this an ODP Camp, then this should be 01/01/ of the current year).

-Allow Quantity allows the applicant to enter and register multiple attendees at the same time. This is not recommended for camps, if you wish to collect each applicants information

- Calendar Type "Camps" will have an Age Calculation Date, "Registration" will not. Use Calendar Type "Registration" only when you do not sort applicants by DOB

**Event Description:**

Introductory text explaining details of event (can be updated at any time)

**Events / Create a New Event** **Event Name**






---

Create Event Event Description Event Location Primary Contact

---

\*Are required fields

**Event Description\***

**B** **I** **U**     LINK  COLOR ▼

Registration Test Camp

Fees

Dates

Time

Location

Help Preview

---

Save and Continue

**Event Location:**

Select an existing event location from the drop-down or enter a new location for this event:

## Events Location

## Event Name

Create Event

Event Location

Primary Contact

You need to setup location for this event-Select the dropdown list location(s) or create a new location.

\*Are required fields

### Event Location\*

New Location

### Name of Location\*

### Address 1\*

verify address

### Address 2

### Address 3

### Country\*

United States of America

### City\*

### State/Province\*

OR

### Zip / Postal Code\*

### Phone

### URL

Cancel

Save and Continue

### Primary Contact:

Assign an existing contact or enter a new primary contact for this event. This information will display publicly as the event contact:

## Events / Create a New Event

Event Name

Create Event Event Location Primary Contact

**Note: Please read instruction below how to assign user as event administrator**

- 1) IF you want to create new user please click the Add New button.
- 2) IF you want to assign user that existing in database, please click Lookup button.
- 3) IF you want to assign yourself as select user type, please click Assign Myself button.

You must enter primary contact to complete process of creating new event.

\*Are required fields

\*\*At least one field is required

Primary Contact		or	or	
<input type="button" value="Assign Myself"/>			<input type="button" value="Lookup"/>	<input type="button" value="New Contact"/>
First Name*	Middle / Initial	Last Name*	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>	
Business Title		Alias (Nickname)		
<input type="text"/>		<input type="text"/>		
Address 1*		<input checked="" type="checkbox"/> verify address		
<input type="text"/>				
Address 2				
<input type="text"/>				
Address 3				
<input type="text"/>				
Country*				
<input type="text" value="United States of America"/> <input type="button" value="v"/>				
City*	State/Province*	Zip / Postal Code*		
<input type="text"/>	<input type="text" value="OR"/> <input type="button" value="v"/>	<input type="text"/>		
Home Phone**	Work Phone**			
<input type="text"/>	<input type="text"/>			
Mobile Phone**	Fax			
<input type="text"/>	<input type="text"/>			
Email*				
<input type="text"/>				
User Name*				
<input type="text"/>		Enter a username, and then enter the password twice.		
Password*				
<input type="text"/>		The password and confirm password fields must match.		
Confirm Password*				
<input type="text"/>				

Click Assign Myself if you are the primary contact, click lookup to search for an existing contact, or add a new contact.

Primary Event Details Completed.

Secondary Configurations:

Leagues & Teams | Player Administration | Administrators | Reports

## Edit, Config, Delete an Event Event Name

Event Config | Event Session | Application

Event Info | Event Description | Event Location | Custom Fields | Event Admin | Event Preview | Publish Event

Event ID: 4508774  
 Event Status: New  
 \*Are required fields  
 \*\*At least one field is required

Event Name:

Event Use Multiple Sessions

Create This Event For:\*\*  
 OYSA Demo League Event.

Select Club

Event View Mode:\*\*  
 Open to Public  Restricted

Allow quantity registration:\*\*  
 No  Yes

Require Attendee Name on the Attendee List:\*\*  
 No  Yes

Event Type\*

Requires to Register  Requires Payment  Auto Accept

Attendee View Mode:

**Tip:** If you accept everyone click Auto Accept and confirm all settings in the Event Info Tab.

**Event Age Groups:**

Click Application Tab – Age Group Sub-Tab

Create your event age groups. Create one for boys and one for girls, you will be able to create COED Age Groups within the event session.

**Age Group / Find, Edit, Delete**

Event Name

Event Config | Event Session | **Application**

**Fees** | **Billing** | **ELA** | **Age Group**

Age Groups	Low	High	Gender	
Boys	4	18	Boys	edit delete

\*Are required fields

Record was successfully created.

Age Group Name\*  
Girls

Lowest Registration Age\*  
4

Highest Age In Group\*  
18

Age Code\*  
G

Child Gender  
Girls

Create

Age Group Code does not display publicly, enter G=Girls B=Boys (any code will work)  
Lowest Registration Age= Absolute youngest age that can register  
Highest = Absolute oldest age that can register

**Session Age Groups:**

Each session can have individual age groups within the session. When creating session age groups you may create Coed Age Groups:

**Age Group / Find, Edit, Delete**

Event Name

Event Config | **Event Session** | Application

**Event Session** | **Session Location** | **Session Age Group** | **Session Itinerary** | **Session Staff** | **Session Attendee** | **Custom Fields**

Event Name

Age Groups	Low	High	Gender	Action
Session Name Event Name				
Age Group Name* COED				
Lowest Registration Age* 4		Highest Age In Group* 18		
Age Code* C		Child Gender Co ed		

Cancel Create

\*Are required fields

New

**Age Groups:**

## Age Group / Find, Edit, Delete

Event Name

Event Config   **Event Session**   Application

Event Session	Session Location	Session Age Group	Session Itinerary	Session Staff	Session Attendee	Custom Fields
---------------	------------------	-------------------	-------------------	---------------	------------------	---------------

Event Name

Age Groups	Low	High	Gender	Action
COED Youngers	4	11	Co ed	<a href="#">edit</a>
Boys Olders	11	18	Boys	<a href="#">edit</a>
Girls Olders	11	18	Girls	<a href="#">edit</a>

[New](#)

Optional Training Session

Age Groups	Low	High	Gender	Action
Boys Olders Optional Session	11	18	Boys	<a href="#">edit</a>
Girls Olders Optional Session	11	18	Girls	<a href="#">edit</a>
COED Youngers	4	11	Co ed	<a href="#">edit</a>

[New](#)

### Event Sessions:

You can create one or multiple sessions. Sessions can be created as mandatory sessions or optional sessions.

Event Config **Event Session** Application

Event Session Session Location Session Age Group Session Itinerary Session Staff Session Attendee Custom Fields

\*Are required fields  
 \*\*At least one field is required

List Available Session(s) for this Event:

Event Name	
Session Name:	Event Name
Start Date:	7/23/2009
End Date:	7/31/2009
Age Calculation Date:	8/1/2009
Mandatory Session:	No
Minimum Attendees:	0
Maximum Attendees:	100
Current Register:	0

Edit | Delete

Optional Training Session	
Session Name:	Optional Training Session
Start Date:	7/31/2009
End Date:	7/31/2009
Age Calculation Date:	8/1/2009
Mandatory Session:	No
Minimum Attendees:	0
Maximum Attendees:	100
Current Register:	0

Edit | Delete

**Session Name:**\*

Event Name

Min Attendees: 0  
 Max Attendees: 100  
 # Waiting List: 0  
 Mandatory Session

Note: Session Dates must be between ( 7/23/2009 and 7/31/2009)

**Session Start Date\***      **Session End Date\***  
 7/23/2009      7/31/2009

**Age Calculation Date\***  
 8/1/2009

Recur every week on:  
 S  M  T  W  TH  F  SA

**Event Description\***

**B** **I** **U** **≡** **≡** **≡** **LINK** **←** COLOR **▼**

Main Training Session

Help Preview

**Tip:** Make sure to set your Max Attendees and confirm your age calculation date for this session

**Event Fees:**

Click Application Tab | Fees Sub tab

Once your sessions are created you can create fees for each session.

**Find, Edit, Delete a Product Fee**

**Event Name**

Event Config | Event Session | **Application**

**Fees** | Billing | ELA | Age Group

Note: If there is no fee for any particular session then enter 0 (zero) in the fee amount text box.

**Edit A Fee Type**

Create A Fee Type ▼

**New Fee Type\***

Select a Fee Type ▼

**Other Fee Type\***

Event Name:  Fee Amount\*  M ▼

Optional Training Session:  Fee Amount\*  M ▼

Create Fee

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

\* Required Fields.

**Registration Fee:**

Select from Registration from New Fee Type drop-down and enter fee amount:

**Find, Edit, Delete a Product Fee**

**Event Name**

Event Config | Event Session | **Application**

**Fees** | Billing | ELA | Age Group

Note: If there is no fee for any particular session then enter 0 (zero) in the fee amount text box.

**Edit A Fee Type**

Create A Fee Type ▼

**New Fee Type\***

Registration Fee ▼

**Other Fee Type\***

Registration Fee

Event Name:  20 Fee Amount\*  M ▼

Optional Training Session:  10 Fee Amount\*  M ▼

Create Fee

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

**Additional Fees:**

**Select Other From New Fee Type drop-down and enter fee label**

**Note:** If there is no fee for any particular session then enter 0 (zero) in the fee amount text box.

**Edit A Fee Type**

Create A Fee Type

**New Fee Type\***

Other

**Other Fee Type\***

Shirt Fee

Event Name:

Fee Amount\*

10

Optional Training Session:

Fee Amount\*

10

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

**Custom Fields:**

**If you have any information you need to collect, you can create a custom field for this event:**

Use this form to edit Event's custom fields. Custom fields will be asked on the player registration applications.  
 Some field types require you to input field size, and others require you to input a list of options for the user to select from.

Example:

**Text Box**

**Check Boxes**  
 You can use one checkbox by itself for a single-choice selection of opposite choices, such as those that can be answered with "yes/no," "true/false," or the "not" of the indicated choice.  
 Since the label of a single checkbox will only identify one of the two choices, make sure your users understand what the unchecked choice means. It would probably be inappropriate to use a single checkbox for the choice "A4 Paper" for example, because the paper size represented by the unchecked state would be ambiguous to most users. If there is any doubt whether users will understand both choices from a single label, use two radio buttons instead. Then both choices will be explicitly labeled.

**Field Title\***

**Field Type\***

**Field Size\*\***

**Order**

**Options (text | order)\*\***

**Option Text**

**Display Order**

Add Option

- Allow multiple options to be selected at the same time
- Applies to Event Registration
- This field is required to be inputted

Add Custom Field

**Or if you have a custom field that only applies to one session, you can create a custom field for one or more particular sessions:**

**Create, Edit a Custom Field**

Event Config | **Event Session** | Application

Event Session | Session Location | Session Age Group | Session Itinerary | Session Staff | Session Attendee | **Custom Fields**

Use this form to edit Event's custom fields. Custom fields will be asked on the player registration applications.  
Some field types require you to input field size, and others require you to input a list of options for the user to select from.

Example:

**Text Box**

Field Title\*

Field Type\*  
Text Box

Field Size\*\*

Order  
0

Options (text | order)\*\*

Option Text

Display Order

Add Option

Allow multiple options to be selected at the same time

Applies to Event Registration

This field is required to be inputed

Add Custom Field

Check Boxes  
You can use one checkbox by itself for a single-choice selection of opposite choices, such as those that can be answered with "yes/no," "true/false," or the "not" of the indicated choice. Since the label of a single checkbox will only identify one of the two choices, make sure your users understand what the unchecked choice means. It would probably be inappropriate to use a single checkbox for the choice "A4 Paper" for example, because the paper size represented by the unchecked state would be ambiguous to most users. If there is any doubt whether users will understand both choices from a single label, use two radio buttons instead. Then both choices will be explicitly labeled.

### Session Location:

If you have different locations for different sessions, you can create session locations. Otherwise, the location will default to the "Event Location":

**Create Session Location** Event Name

Event Config | **Event Session** | Application | Add Attendee

Event Session | **Session Location** | Session Age Group | Session Itinerary | Session Staff | Session Attendee | Custom Fields

\*Are required fields  
\*\*At least one field is required  
[List Available Session\(s\) for this Event:](#)

Event Name  
Address Info: Map It | Create

Optional Training Session  
Address Info: Map It | Create

Session Name

Event Location\*  
New Location

Name of Location\*

Address 1\*  verify address

Address 2

**Session Staff:**

If you want to assign different staff to different sessions, you can create session staff. This staff will have access to only their assigned sessions. Otherwise, administrators assigned under the “Event Admin” tab will have access to all Event Sessions:

**Edit Session Admin** Event Name

Event Config | **Event Session** | Application | Add Attendee

Event Session | Session Location | Session Age Group | Session Itinerary | **Session Staff** | Session Attendee | Custom Fields

Event Session\*

Select User Type\*

Assign Myself | Lookup | Add New

Role Code:  
AI: Assistant Instructor  
HI: Head Instructor

First Name\*  Middle / Initial  Last Name\*  Suffix

Business Title  Alias (Nickname)

Address 1\*   verify address

**Session Itinerary:**

**Session Itinerary** Event Name

Event Config | **Event Session** | Application

Event Session | Session Location | Session Age Group | **Session Itinerary** | Session Staff | Session Attendee | Custom Fields

Please select dropdown list below and config the itinerary for each session.

Event Session\*

Date	Type	Start Time	End Time	Location	Del
Available Date	Available Type	Hour	Minute	Hour	Minute
<input type="button" value="Add New Row"/>	<input type="button" value="Delete Selected"/>	<input type="button" value="Insert New Time Slot"/>			

1. Select Session from Drop-down Menu
2. Click ADD NEW ROW

Event Session\*

Date	Type	Start Time	End Time	Location	Del
Available Date	Available Type	Hour	Minute	Hour	Minute
All Dates <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add New Row"/>	<input type="button" value="Delete Selected"/>	<input type="button" value="Insert New Time Slot"/>			

3. Select Date from Available Date Drop-down(these dates are based on your event start date and event end date in Event Config tab)
4. Select Type from Available Session Type Drop-Down
5. Enter Start time and end time in 24 hour clock
6. (Optional) Type in location
7. CLICK INSERT NEW TIME SLOT (done)

Start the process over again for next time slot:

Click "Add New Row" to create line item

Click " Insert New Time Slot" to save when complete

### Session Itinerary

Event Name

Event Config
Event Session
Application

Event Session
Session Location
Session Age Group
Session Itinerary
Session Staff
Session Attendee
Custom Fields

Please select dropdown list below and config the itinerary for each session. Add New Time Type

Event Session\*  

Event Name
v

View itinerary in plain table format

Date	Type	Start Time		End Time		Location	Del
Available Date	Available Type	Hour	Minute	Hour	Minute		<input type="checkbox"/>
07/23/2009 v	Class Session v	08 v	00 v	14 v	00 v	Room 314	<input type="checkbox"/>
07/23/2009 v	Lunch v	14 v	00 v	15 v	00 v	Cafeteria	<input type="checkbox"/>
07/23/2009 v	Field Session v	15 v	00 v	17 v	00 v	Upper Fields	<input type="checkbox"/>

Add New Row
Delete Selected
Insert New Time Slot

Click View Itinerary In plain Table Format to view how this will display to public:

Event Name Schedule:(7/23/2009 ---7/31/2009)				
Date	Type	Start Time	End Time	Location
07/23/2009 (Thu)	Class Session	8:00am	2:00pm	Room 314
	Lunch	2:00pm	3:00pm	Cafeteria
	Field Session	3:00pm	5:00pm	Upper Fields

### Activating your Event:

Once your event configurations are complete you can publish your event by changing the status to "Active", which will allow for public registration.

**Update Event Status** **Event Name**

---

Use the forms to set the calendar type or status.  
Use the tabs to edit additional information on those tabs.

Current Event Status: **New**

Select Event Status:

**Tip:** Even when the event is “Active”, this will not show as available for registration until the Application Start Date:

Event ID: 4508774  
Event Status: Accepting Application

\*Are required fields  
\*\*At least one field is required

Event Name\*

---

Event Use Multiple Sessions

---

Create This Event For:\*\*  
 OYSA Demo League Event.

Select Club

---

Event View Mode:\*\*  
 Open to Public  Restricted

---

Allow quantity registration:\*\*  
 No  Yes

Require Attendee Name on the Attendee List:\*\*  
 No  Yes

---

Event Type\*

---

Requires to Register
  Requires Payment
  Auto Accept

---

Attendee View Mode:

---

Start Date\*   End Date\*

Application Start Date\*   Application End Date\*

**Additional Content / Look & Feel:**

Event ID: 4508774  
 Event Status: Accepting Application  
 \*Are required fields  
 \*\*At least one field is required

Event Name:\*

---

Event Use Multiple Sessions

---

Create This Event For:\*\*  
 OYSA Demo League Event.

Select Club

If you “assign” this event to the league or club level in the system in the area labeled “create this event for”, determines several outcomes:

a. Payment Processor / Payment Options (You can configure different payment options for your camp or event, but will need to contact Affinity Sports for assistance with this update).

b. Email Messaging Content

Clubs / Find, Edit, Delete a Club OYSA Demo Club Comp

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Club Config Registration Security Teams Events **Messaging** Content ⏏

**Templates** Route Requests

Configure the message templates that define how e-mails and faxes are delivered to members who use our site.

### Event Message

Message Template	Media	Modified	Active	Owner/Type
Event Acceptance Confirmation	1	7/1/2008	<input checked="" type="checkbox"/>	parent
Event Applicant Lookup	1	7/1/2008	<input checked="" type="checkbox"/>	parent
Event Application Registration Confirmation	1	7/1/2008	<input checked="" type="checkbox"/>	parent

Email Message Templates that should be updated:

Email Template Name: *Event Application Registration Confirmation* - Registration Trigger email that will be sent out when applicant registers

Club Config Registration Security Teams Events **Messaging** Content

Templates **Route Requests**

This is the definition for a message template that will be used in e-mail and fax messages sent to the members. You may click on the macro fields below to add a macro to your message body:

Custom Fields	Standard Fields
{Eventname}	{Division}
{OrganizationName}	{MbrNum}
{Startdate}	{Prefix}
{Enddate}	{FirstName}
{SessionItineraryTimes}	{MiddleInitial}
{ContactFirstName}	{LastName}
{ContactLastName}	{Suffix}
{ContactAddress}	{Alias}
{ContactCity}	{UserName}
{ContactState}	{Address1}
{ContactPostal}	{Address2}
{ContactPhone}	{Address3}
{ContactEmail}	{City}
{LocName}	{StateCode}
{LocAdress}	{PostalCode}
{LocCity}	{CountryCode}
{LocState}	{ActivationCode}
{LocPostal}	

**Template\***  
Event Application Registration Confirmation

**Template Code**  
EVENTAPPREG

**Message Group\***  
Event Message

**From Address**  
registrar@democlub.org

**From Name**  
Event Administrator

**Subject**  
{Eventname} Event Registration Submittal

**Message**  
Event Registration Notification  
Event: {Eventname}  
Event Date: {Startdate}

Dear {FirstName} {LastName},

We have noted your submittal of an application to {Eventname} at {LocName}. Over the next few days, we will review your application. If you choose to pay by credit card, the system has authorized the charge to your card and

**Hide Sender\***  
 Yes  No

**Delay Time\***  
0

**Email Template Name: *Event Acceptance Confirmation – Trigger email that is sent out when applicants is accepted***

If you do not wish these trigger emails to be sent out, you can make a change to this email template (which will make you the “owner” of this content), and then you can uncheck the “active” checkbox. This will de-activate this trigger email:

**Update Email Template**

Clubs / Find, Edit, Delete a Club OYSA Demo Club Comp

Club Config Registration Security Teams Events **Messaging** Content

Templates **Route Requests**

This is the definition for a message template that will be used in e-mail and fax messages sent to the members. You may click on the macro fields below to add a macro to your message body:

Custom Fields	Standard Fields
{Eventname}	{Division}
{ContactFirstName}	{MbrNum}
{ContactLastName}	{Prefix}
	{FirstName}

**Template\***  
Event Acceptance Confirmation

**Template Code**  
EVENTREGSTATUS

**Message Group\***  
Event Message

**From Address**

**From Name**  
Affinity Sports

The message template was updated successfully

Uncheck the Active checkbox to de-activate:

### Event Message

Message Template	Media	Modified	Active	Owner/Type
Event Acceptance Confirmation	1	7/1/2009	<input type="checkbox"/>	self
Event Applicant Lookup	1	7/1/2008	<input checked="" type="checkbox"/>	parent
Event Application Registration Confirmation	1	7/1/2008	<input checked="" type="checkbox"/>	parent

Email Template Name: *Event Applicant Lookup*

Template for email which will appear when you go to applicant lookup and create an email (non-trigger email).

### Updating Public Content / Instructions :

**Page 1 - Event Description Information (cannot change content on this page)**

<b>View Event</b>	<b>Event Name</b>
To Register: Select the session that you wish to register for and Then click Register	
<b>Event ID: 4508774</b>	
<b>Event Name: Event Name</b>	<input type="button" value="Register"/>
Event Type: Camp	Event Location: Grant Park
Restricted: None	3560 NE Hollyrood Ct
Requires Register: Yes	Portland, OR 97212-5242
Requires Payment: Yes	<input type="button" value="Google Map"/>
Start Date: 7/23/2009	Primary Contact: Joel Testparent
End Date: 7/31/2009	(111) 111-1111 (Home)
Payments: American	gpysc@budget.net
Accepted: Express,Discover,Mastercard,Visa,Cash,Cashiers Check,Check,Discount,Donate,Financial Aid,Free,Money Order,Scholarship	
Description: Registration Test Camp Fees Dates Time Location	

**Page 2 - Register Event / Class (cannot change content on this page)**

<b>Register Event/Class</b>
If you have logged into this system earlier and you know your username and password, please click yes otherwise click No.
Do you currently have account with us?
<input type="radio"/> Yes
<input checked="" type="radio"/> No
<input type="button" value="Select and Continue"/>

### Create New Account

Complete the information requested in the form to create a Oregon Youth Soccer Association user account.

\*Are required fields

\*\*At least one field is required

First Name*	Initial	Last Name*	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1*			
<input type="text"/>			
Address 2			
<input type="text"/>			
Country*			
<input type="text" value="United States of America"/>			
City*	State/Province*	Zip Code*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone**	Work Phone**		
<input type="text"/>	<input type="text"/>		
Mobile Phone**	Fax		
<input type="text"/>	<input type="text"/>		
Email Address*	Confirm Email Address*		
<input type="text"/>	<input type="text"/>		
CC Email Address			
<input type="text"/>			

Cancel

Save & Continue

### Username & Password Information

**Note:** Please enter username and password in the textbox in the right. **Password and Confirm Password fields must be matched.**

If the Username is already being used then the system will offer an alternative or you may enter another Username. If you have any problems please contact Technical Support at: **800 808 7195.**

\*Are required fields

Username*
<input type="text" value="sampletest5"/>
Password*
<input type="password" value="••••"/>
Confirm Password*
<input type="password" value="••••"/>

Cancel

Save & Continue



## Register Event/Class

Please enter name, birthdate, and gender for the family members you wish to register. Click the Add button and a check box will appear. The system will generate an ID number for you. Click the Continue button.

ID Number	First Name	Last Name	DOB	Gender	Relationship	Register
45340-281553	Test	Testplayer5	January 2 1937	Female	No Relationship	<input type="checkbox"/>
24936-946894	Testtt	Testplayer6	January 4 2002	Male	Player	<input checked="" type="checkbox"/>

## Page 7 – Submit Payment

Content Tag: **CLASS\_APPL\_SUBMITPAY**

### Submit Payment

Please read the following and:

1. Check the box below acknowledging that you have read the information and you agree. Provide the credit card information or click the "Pay by Cashiers Check" button.
2. Applications paid by credit card will be immediately accepted into the Event.

Items Ordered	Product	Promo Code	Qty	Price
	<input checked="" type="checkbox"/>	Registration Fee, Event Name		1
				<b>1 item(s) totaling:</b> 20.00
				<b>Order Total:</b> 20.00
				<b>Total Due:</b> 20.00

## Update Web Content

[\[help\]](#)

Content Tag\*

CLASS\_APPL\_SUBMITPAY

Help Description

Event Application Submit

The screenshot shows a rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. The main text area contains the following content:

**Submit Payment**

Please read the following and:

## Thank you page / content

[Club Config](#)
[Registration](#)
[Security](#)
[Teams](#)
[Events](#)
[Messaging](#)
[Content](#)
⌵

[Look & Feel](#)
[Content](#)
[Documents/Forms](#)
[ELA](#)

Copy Content To Filter By  
 Select a Club To Copy To  Events

Tag	Description	Length	Modified	Owner/Type
CLASS_APPL_SUBMITPAY	Event Application Submit...	926	3/15/2006	default
EVENT_CREATE_NEW_USER		250	2/15/2008	parent
EVENT_PREREGISTER		318	2/15/2008	parent
EVENT_PREREGISTER_THANKYOU		16	2/15/2008	parent
EVENT_PUBLIC_SEARCH		680	1/25/2008	parent
EVENT_REGISTER_OPTION	Event Register Option...	144	3/16/2006	default

You can update, edit or amend certain pages of the event registration process.

Content tag: *EVENT\_PREREGISTER\_THANKYOU*

Here you can add additional content / instructions to the “thank you page” (last page of the event registration process).

#### Posting your event link:

Once your event is complete and active, you can post a link directly to this event by following these steps:

1. Go to your clubs registration URL Page  
Example: <http://oysa-democomp.sportsaffinity.com>
2. Click on the Event / Class Registration link to search for your event
3. Once you locate your event, you can copy the page URL and post this direct link on your club website of registration “hot sheet”

<http://oysa-democomp.sportsaffinity.com/eventmanager/public/event.asp?calid=4508774&eventtype=COMP>

# Competitive Club

THE ONE AND ONLY COMPETITIVE CLUB

**USER LOGIN**

Username:

Password:

- Registration**
- Gaming
- Tournament

**View Event** Event Name

To Register: Select the session that you wish to register for and Then click Register

**Event ID: 4508774**

**Event Name:** Event Name

Event Type: Camp	Event Location: Grant Park
Restricted: None	3560 NE Hollyrood Ct
Requires Register: Yes	Portland, OR 97212-5242 <input type="button" value="Google Map"/>
Requires Payment: Yes	
Start Date: 7/23/2009	Primary Contact: Joel Testparent
End Date: 7/31/2009	(111) 111-1111 (Home)
Payments: American	gpysc@budget.net
Accepted: Express,Discover,Mastercard,Visa,Cash,Cashiers Check,Check,Discount,Donate,Financial Aid,Free,Money Order,Scholarship	

Description: Registration Test Camp Fees Dates Time Location

**List Available Session(s) for: Event Name**

Check here to register for: Event Name

Session Name:	Event Name		
Status:	Open	Current Register:	0
Start Date:	7/23/2009	End Date:	7/31/2009
Fee:	\$20.00		

[Session Itinerary - Click Here](#) | [Attendee List - Click Here](#)

**Tech Support Contact**